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| ROUTING AND RECORD SHEET                                          |          |                          |                                      |                                                                                                         |
|-------------------------------------------------------------------|----------|--------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------|
| SUBJECT: (Optional)<br>Reminder of upcoming Planning Requirements |          |                          |                                      |                                                                                                         |
| FROM: <div></div><br>Planning Officer/IMSS/OL<br><div></div>      |          | EXTENSION<br><div></div> | NO. OL 4248 85<br><br>DATE 17 Dec 85 |                                                                                                         |
| TO: (Officer designation, room number, and building)              | DATE     |                          | OFFICER'S INITIALS                   | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|                                                                   | RECEIVED | FORWARDED                |                                      |                                                                                                         |
| 1. C/NEPO/OL<br>LJ45 Hqs                                          |          |                          |                                      |                                                                                                         |
| 2. C/B&FB/OL<br><div></div>                                       |          |                          |                                      |                                                                                                         |
| 3. C/P&TS/OL<br><div></div>                                       |          |                          |                                      |                                                                                                         |
| 4. C/PMS/OL<br><div></div>                                        |          |                          |                                      |                                                                                                         |
| 5. C/SS/OL<br><div></div>                                         |          |                          |                                      |                                                                                                         |
| 6. C/HOME/OL<br>3E14 Hqs                                          |          |                          |                                      |                                                                                                         |
| 7. C/P&PD/OL<br>158 P&P Bldg                                      |          |                          |                                      |                                                                                                         |
| 8. C/PD/OL<br><div></div>                                         |          |                          |                                      |                                                                                                         |
| 9. C/RECD/OL<br><div></div>                                       |          |                          |                                      |                                                                                                         |
| 10. C/SD/OL<br><div></div>                                        |          |                          |                                      |                                                                                                         |
| 11.                                                               |          |                          |                                      |                                                                                                         |
| 12.                                                               |          |                          |                                      |                                                                                                         |
| 13.                                                               |          |                          |                                      |                                                                                                         |
| 14.                                                               |          |                          |                                      |                                                                                                         |
| 15.                                                               |          |                          |                                      |                                                                                                         |

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16 December 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL  
 Chief, Budget & Fiscal Branch, OL  
 Chief, Personnel & Training Staff, OL  
 Chief, Procurement Management Staff, OL  
 Chief, Security Staff, OL  
 Chief, Headquarters Operations, Maintenance,  
 & Engineering Division, OL  
 Chief, Printing & Photography Division, OL  
 Chief, Procurement Division, OL  
 Chief, Real Estate & Construction Division, OL  
 Chief, Supply Division, OL

STAT FROM:

[Redacted]  
 Planning Officer, IMSS

SUBJECT: Reminder of Upcoming Planning Requirements

REFERENCE: Multi addree memo dtd 4 Dec 85, subj: OL  
 Division and Staff FY 86 "Image Objectives"

1. This is to remind you that referent requested by 31 Dec:
  - a. Image-objective milestone charts, updated as of 31 Dec, for at least one communications-type objective and one procedural-improvement objective.
  - b. Updated milestone charts, as of the end of 1st Qtr, for all your other FY-86 Directorate- and Office-level objectives.
2. Also, at our 26 Nov planning meeting, we requested by 10 Jan:
  - a. Your 1st Qtr activities (for use in the next DDA Quarterly, expected to be held in Feb).
  - b. Suggested topics for the next DDA Quarterly. The arrival of a new DDA should influence your choice of these topics.
3. Please call me on [Redacted] if I can clarify these requirements or otherwise help in any way.

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 [Redacted]  
 OL 4248 85

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SUBJECT: Reminder of Upcoming Planning Requirements

Distribution:

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